

The Rules of Use of the Eepos Libraries

These rules of use apply to all Eepos libraries. The rules are in effect as of the 1st of January 2023.

The library is open for everyone.

The collections, services and facilities of the Eepos libraries are available for anyone who is able to observe the library rules.

The Eepos Libraries include the public libraries in the following cities and municipalities: Alajärvi, Alavus, Evijärvi, Ilmajoki, Isojoki, Isokyrö, Karijoki, Kaskinen, Kauhajoki, Kauhava, Kuortane, Kurikka, Laihia, Lappajärvi, Lapua, Perho, Seinäjoki, Soini, Teuva, Veteli, Vimpeli ja Ähtäri.

At the library you can

- borrow books and other materials
- read books, magazines and newspapers
- study
- spend time
- use the available devices
- take part in various events

Using the Eepos libraries' own collections, borrowing items and making reservations is free of charge. You can also ask for advice and guidance for free.

If you need help using the library, please do not hesitate to ask the staff for help.

Rules of use

Familiarise yourself with the rules of use. You agree to comply with them upon receiving a library card or agreeing as a guarantor. The rules of use are based on the Public Libraries Act (14/2016). The rules of use maintain order in the library and advance a safe and pleasant library environment. [The rules of use can also be found on the Eepos](#)

[web library](#). There are separate rules and guidelines regarding the use of the equipment available in different libraries. These can be found on the individual websites of the libraries.

Library card and PIN code

In order to borrow items from the library and use all the available services, you will need a library card and a PIN code.

Getting a library card

You can get a library card and PIN code at any Eepos library. To receive a card, you must present a valid photo ID that also includes your personal identity number. You must also have a valid address in Finland. If you do not have a Finnish social security number, your library card will be valid for one year at a time.

Approved identity cards include:

- identity card issued in the EU area
- passport
- Finnish driving licence
- photo ID issued by KELA, also ID issued by KELA without a photo for a person under 18
- residence card issued by a Finnish reception centre
- residence permit card issued by the Finnish Immigration Service

The first library card is free of charge. Replacement cards are subject to a charge of 3 €.

Children can have their own library cards. A minor under the age of 15 must provide written consent from the guardian in order to get a library card.

Day care centres, schools, companies and other organisations may be granted institutional library cards. The rules of use for the institutional library cards are municipality-specific. Ask the library for further information.

A library card is personal

You are responsible for any materials you borrow. If the materials are borrowed with a library card issued to a minor under the age of 15, the card holder's guardian is responsible for the borrowed materials.

In order to use a check-out unit for borrowing you will need a PIN code. The PIN code protects against misuse.

Self-service libraries

Self-service libraries may have library-specific rules and guidelines. Usually you need to register as a self-service library user. Ask the library for further information.

Report a lost card

If you lose your library card, notify the library immediately. You can report a lost card at any Eepos library.

The library staff will take the card out of use. The replacement card is subject to a charge.

Getting a PIN code

In order to use some of the library services, you will need a PIN code in addition to a library card. The PIN code is needed when using a check-out unit, e-resources or self-service library or booking a library computer.

You will also need the PIN to view or renew your loans or reserve materials in the Eepos web library.

You can get the PIN at any Eepos library when you present a valid photo ID.

Keep your contact information up-to-date

Please notify your library of any changes in your contact information. Personal contact information includes your name, address, phone number and e-mail address.

You can also change your contact details in the Eepos web library.

Patron information is confidential

The Eepos Libraries have a joint library system. The library is entitled to register the patron's social security number. The personal data will be used only for the purposes of library services.

According to the Personal Data Act, the patron has the right to check their personal data stored in the patron register and request incorrect data to be corrected.

Personal data can only be disclosed to the parties named in the data protection notice.

The data protection notice of the patron register of the Eepos libraries is available for viewing at the libraries and on their websites. The information stored in the Eepos libraries' patron register is confidential and will not be disclosed to third parties.

However, the personal data of the patrons may be disclosed to a debt collection agency for debt collection. In any other case, the data is only disclosed with the consent of the patron or their legal representative or on the grounds of a legal provision that enables the disclosure of data.

You can check your data in the patron register when you prove your identity. A guardian can receive information about the late loans and unpaid fees and fines of their dependant.

Borrowing and returning

You need a library card or an identity card approved by the library to borrow materials from the library.

Libraries enforce age ratings for audiovisual materials issued by the National Audiovisual Institute's Department for Media Education and Audiovisual Media. Audiovisual materials include, for example, games and movies.

Loan period and due date

The loan period is usually 28 days.

The loan period for the following materials is 14 days:

- Bestsellers
- DVDs and Blu-rays and console games

E-books and e-audiobooks are electronic materials. Their loan period is either 14 or 28 days.

Other materials may have individual loan periods. In some Eepos libraries the loan period for the books with most reservations is 14 days until the reservation queue is shorter. Upon borrowing materials you will receive a receipt with the due date for your loans. The loan period expires at the library's closing time on the due date.

If desired, you will receive an e-mail notification of an upcoming due date if your e-mail address is listed in the library's patron register. If you do not wish to receive due date reminders, please notify the library.

The due date shown on the receipt and Eepos web library is binding even if you have not received a notification of an upcoming due date. The library cannot be held responsible for disturbances in data communications. Therefore, such disturbances do not impact potential late fees.

Returns

You can return your loans at any Eepos library with the exception of special library materials, such as sports equipment. They must be returned to the library from which they were borrowed. If you wish, you can receive a receipt for the return.

Some libraries have drop boxes where you can return your loans outside library opening hours. If you return your loans through a drop box you will not receive a receipt for the return.

Materials returned in the drop box will be registered the next day the library is open. Therefore materials returned in the drop box may accumulate overdue fines until the return is registered. Returning your loans through a drop box is at your own risk.

Renewals

You can renew your loans up to 10 times if there are no reservations made for the material. You can renew your loans in the Eepos web library, at the library or by telephone.

Bestsellers and e-books cannot be renewed.

When you renew your loans in the web library, make sure that the new due date is successfully saved in your loans. The late fees begin to accumulate two days after the due date. If you have problems with saving the new due date, please contact the library.

Reservations

The Eepos libraries have several different reservation collections. Each reservation collection has its respective reservation queue.

A normal reservation is directed to a single reservation collection of your choice. You have to pick up your reservation from a library that is part of the same reservation collection. A normal reservation is free of charge.

If you wish to reserve materials from other Eepos libraries you can make a regional reservation. You can collect the regional reservation from any Eepos library; the reserved material will be transported to the library of your choice. The transport fee is 2 € per item.

You can make reservations in the web library or at any Eepos library. Making reservations to your own library's collection is free of charge. If you fail to collect your reservation or fail to cancel your reservation before the end of the pick-up time, a fee of 1 € will be charged.

When your reservation has arrived at the library, you will receive a pick-up notice by e-mail, SMS or mail, according to your choice. The pick-up notice for a reserved e-book will be sent by e-mail.

Bestsellers cannot be reserved.

Interlibrary loans

Materials that are not available in your library can be ordered from other libraries in Finland or abroad. Interlibrary loans are subject to a fee. An interlibrary loan from Finland costs 7 €, from other Nordic countries 10 € and from outside the Nordic countries 20 €.

Borrowing rights

Your right to borrow materials may be suspended if you fail to return material that is overdue and for which the library has sent you an invoice or your fees exceed the maximum limit defined by the library. Your right to borrow will be suspended if your overdue fees exceed 7 €.

To restore your borrowing rights, you need to return the overdue material and pay all your library fees.

A patron that has lost their right to borrow can visit the library premises, use the collections and the equipment in the library.

Fees and collection

Fees

If you return or renew your loans after the due date you must pay a late fee. The late fee is 20 cents per loan per day.

The late fees accumulate for all calendar days starting from the third day after the due date up to the specified maximum amount. The maximum late fee per item is 3 €.

The late fees are registered to your patron record if you return or renew your loans after the due date. You can pay the fees at the library. No separate invoice for late fees will be sent.

No late fees are charged for material borrowed from the children's and youth section.

However, if overdue loans result in formal collection measures, collection costs will also be charged for children's and youth material.

Lost or damaged library materials must be compensated for.

Overdue notice

If the material you have on loan is overdue, the library will send a reminder by SMS, e-mail or mail.

The library will send three reminders. The first reminder will be sent seven days after the due date, the second reminder 21 days and the third reminder 42 days after the due date.

Invoice

The library will send an invoice for overdue material 142 days after the due date. If you still have the material, you must return it to the library and pay the accumulated fees. If the material you have borrowed is lost or damaged, you must compensate for it as per the invoice.

Collection

If you do not return or compensate for the material you have borrowed, a formal collection process will be commenced. In this case, a debt collection agency will collect the fees from you. The collection costs will be added to the existing charges and fees.

Collection measures will also apply to material borrowed by patrons under 18 years of age and children's and youth material. Material borrowed using a library card issued to a child under 15 years of age, the card holder's guardian or other guarantor will be responsible for the borrowed material.

Compensations

If you cause damage to library property, you must compensate for the damage. The

library is not responsible for the possible damage that borrowed recordings may cause to your equipment.

Loss of right of use

A public library is a public place, as stated in the Public Order Act (612/2003). The Public Order Act will be applied if a person is disturbing activities in the library and endangering public security. A loss of access to the library may occur if the patron, regardless of being told to cease their improper conduct, continues to behave disruptively towards other patrons or library staff, or to damage library property. The ban for improper conduct lasts up to 30 days.

Before the ban is put into effect, the parties involved may express their view of the situation. An administrative decision regarding the ban will be made, and the patron in question may submit a request for rectification in accordance with the Local Government Act. The ban can be imposed by the head of the library or a library staff member authorised by the head. A patron who has lost their right of use cannot visit the library premises during the ban.

Notice

The up-to-date rules of use for the Eepos libraries can be found on the individual websites of the Eepos libraries. The library staff will also inform you about them. These rules of use for the Eepos libraries can only be changed by a common decision of the municipalities.

The Eepos management group has approved these rules of use on the 5th of May 2022.